

**Office of International Student & Scholar Services**

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Phone 401-863-2427
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<https://oisss.brown.edu>

J-1 Student Intern Request for Form DS-2019

The Student Intern category is available to international students currently enrolled in and pursuing a degree at a postsecondary academic institution outside of the United States. The U.S. internship must fulfill an educational objective for the degree program they are pursuing at the home institution. **This form is to be filled out and signed by both the department contact and the incoming Student Intern**

Student Intern Information**Date Submitted:** _____

1. Student's name exactly as indicated on his/her/their passport

Family/Surname _____ Given/First _____

2. Date of Birth: (month)_____ (day)_____ (year)_____

3. Gender: Male Female ☐ Other ☐

4. City of Birth: _____

5. Country of Birth: _____

6. Country of Citizenship: _____ 7. Country of Permanent Residency: _____
(If different from Country of Citizenship, must provide proof of this immigration status.)

8. Academic institution outside of the U.S. at which the Student is currently enrolled:

Name: _____ City and Country: _____

9. Current Degree Level: Undergraduate Graduate

10. Field of Study: _____ 11. Expected Date of Graduation (mm/dd/yy): _____

12. Email Address: _____

Internship Information

13. Department: _____

14. Requested internship dates (cannot not exceed 12 months): Start Date: _____ End Date: _____

15. Faculty Sponsor: Last Name _____, First Name _____

Title: _____ Email: _____ Phone: _____

16. Subject/Field of Internship at Brown: _____

17. Briefly describe the primary education activity in which the Student Intern will engage: _____

18. Physical Address of on campus work location: _____
Street City State Zip

19. J-1 Exchange Visitors are not permitted to work remotely more than 40%, or 2 days per week. Will the Student Intern be permitted to work remotely, not to exceed 2 days, or 40% of the work week?

Yes No

20. If yes, please provide the physical location of their remote work, if known:

Street City State Zip

Funding Information

21. Source(s) of Financial Support (enter amount in U.S. Dollars and include currency conversion with all funding documentation)*:

Brown University \$ _____

Student Intern's Government (attach the award letter (with English translations)) \$ _____

Other Organization (specify) _____ \$ _____
(attach the award letter (with English translations))

Personal funds (attach a financial statement) \$ _____

****Financial Support Guidelines: For Exchange Visitor: \$3,375/month. If family members will accompany visitor, please allow \$920 per month for spouse and \$645 per month per child.**

Visa Specific Information

22. Has the Intern been in J status (including J-2) within the last 2 years? Yes ☐ No ☐
If yes, please provide copies of previous DS-2019 forms.

23. Has the Student Intern previously participated in a J-1 Intern program at this degree level? Yes ☐ No ☐
Note: students are only eligible to participate in one J-1 Student Intern program per degree level

24. Is the Intern currently in the U.S? Yes ☐ No ☐
If yes, please indicate immigration status and provide copies of current immigration documents (i.e. DS-2019, I-20, EAD Card, I-797, etc.) _____

25. Does the Intern plan to bring dependents: Yes ☐ No ☐

If yes, please complete the following and provide copies of the biographical page of passports for each dependent and any applicable marriage certificate.

Name (Last, First)	Gender & Relationship	Date of Birth	City and Country of Birth	Country of Citizenship	Country of Permanent Residence

****Health and accident insurance is mandatory for visitors and accompanying dependents. Student Interns must purchase Brown University International Scholars Insurance coverage, which meets the J-1 minimum requirements, prior to arrival in the US. Proof of this coverage must be submitted with this request.**

I hereby certify that this department supports the request to sponsor the above-mentioned individual as a J-1 Exchange Visitor. I also confirm that all the information provided in this form is true and accurate to the best of my knowledge.

Administrative Contact Name: _____

Contact Signature: _____ Date: _____

I confirm that all the information provided in this form is true and accurate to the best of my knowledge.

Student's Signature _____ Date: _____

Documents that must be attached with this request include:

1. Brown University invitation letter
2. Letter of enrollment and good standing from Student Intern's home institution
3. Memo of Understanding, if applicable
4. Letter from the Student Intern
5. Copy of Exchange Visitor's passport
6. Proof of funding
7. Copy of English Language Proficiency Verification form
8. Proof of Brown University International Scholars Insurance Coverage
9. Copies of dependent documents, if applicable

Please see our website for instructions, templates and additional information. <https://oisss.brown.edu/international-scholars/j-1-student-interns>

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Training/Internship Placement Plan

Each Training/Internship Placement Plan should cover a definite period of time and should consist of definite phases of training or tasks performed with a specific objective for each phase. The plan must also contain information on how the trainee/intern will accomplish those objectives (i.e. classes, individual instruction, shadowing, etc.) Each phase must build upon the previous phase to show a progression in the training/internship.

Will the internship consist of more than one phase?

No, the internship will consist of a single phase

Yes, the internship will consist of multiple phases

Phase # ____ of ____ Start date of Phase: _____ End date of Phase: _____

1. Please provide a brief description of the Intern's Role for this Program or this Phase:
2. What are the Specific Goals and Objectives for the Intern during this Phase:
3. Who will provide daily supervision of the Intern and what are their qualifications?
4. What plans are in places for the Intern to participate in American cultural activities? This is important to the spirit of the Exchange Visitor program. Please plan for activities to expose your Student Intern to American culture.
5. What are the specific skills, knowledge, or techniques that the Intern will learn?

6. How, specifically, will these skills, knowledge, or techniques be taught? Please include specific tasks and activities to be completed by the Intern during this phase.
7. What methods will be used to evaluate the Intern's performance? How will the Intern's acquisition of the new skills and competencies be measured during this phase? (**Note:** For internships lasting less than 6 months, a written evaluation must be submitted to OISSS by the completion of the internship. For internships lasting more than 6 months, a written evaluation must be submitted to OISSS at the mid-point and at the conclusion of the internship.)

I hereby certify that I support this request to sponsor and supervise a J-1 Student Intern. I have reviewed, understand, and will follow the above Training/Internship Placement Plan:

Faculty Sponsor's Printed Name: _____

Faculty Sponsor's Signature: _____ Date: _____

I hereby certify that this department supports this request to sponsor a J-1 Student Intern.

Department Chair's Printed Name: _____

Department Chair's Signature: _____ Date: _____